



# California State Fire Training

Bus (916) 445-8444

[osfm.fire.ca.gov/training/training.php](http://osfm.fire.ca.gov/training/training.php)



## INTERIM SFT PROCEDURES

**Procedure Title:** Instructor III

**Effective Date:** November 20, 2014

**Section Change:** **Title: Instructor III Certification**

As of December 31, 2016 the Fire Instructor 3 Certification will be retired and replaced with the Instructor III Certification.

**Prerequisites:**

None

**Educational Requirements**

The following courses are required:

- Instructor I: Instructional Methodology
- Instructor II: Instructional Development
- Instructor III: Instructional Program Management

**Certification Exam:**

Not applicable (at this time)

**Certification Task Book:**

Instructor III certification task book

**Experience:**

A minimum of one year full-time paid or two year's volunteer or part-time paid experience in a Recognized Fire Agency in California

**Rank or Position:**

Not applicable

**Candidate Application:**

*To apply for a certification task book.*

1. Download (from the SFT website), complete and submit:
  - a. The SFT Fee Schedule
  - b. The certification task book application for the job function certification being pursued
2. A complete certification task book application package includes:
  - a. The SFT Fee Schedule
  - b. Nonrefundable payment by check or money order (payable to CAL FIRE – State Fire Training)
  - c. The certification task book application
  - d. All supporting and verification documentation
3. Submit the complete certification task book application package to:  
State Fire Training  
Attn: Cashier

*This Interim Procedure provides guidance and/or interpretation on State Fire Training Procedures and shall be effective for 12 months from the approval date.*

PO Box 997446  
Sacramento, CA 95899-7446

*To apply for Instructor III certification*

1. Submit a completed certification task book to State Fire Training and include any additional supporting documents.

**New Instructor III Candidates**

Candidates beginning to pursue Instructor III certification as of October 1, 2015 should utilize the new Instructor III curriculum.

**Current Fire Instructor 3 Candidates**

Candidates pursuing Fire Instructor 3 Certification under the existing requirements must complete all requirements; submit their fees, application and all supporting documentation to SFT prior to December 31, 2016.

**Equivalency Period**

There is NO equivalency between the retired Fire Instructor 3 courses and the new Instructor III courses.

**Justification:**

The State Board of Fire Services has approved the Instructor III curriculum and associated changes in the certification track educational requirements. These changes are directed at meeting the specific Job Performance Requirements for Instructor III established in NFPA standard 1041.

The current SFT Procedures Manual dated May 2008 only includes the Fire Instructor 3 Curriculum and certification educational requirements. This creates confusion for candidates attempting to obtain Instructor III.

**Point of Contact:**

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**Approved By:**

A handwritten signature in black ink, appearing to read 'D. Mathisen', with a horizontal line extending from the end of the signature.

Dennis Mathisen, SFT Division Chief